



COMMERCIAL BUILDING CERTIFICATE OF OCCUPANCY REQUIREMENTS

Done	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1) Building Final (This list does not apply to each job)
		a. All work must be completed per the plans and code requirements
		b. Letter of compliance from the Threshold or Special Inspector is on file
		c. Completed finals by all other agencies
		d. Drainage Certificate Form (sealed) on site
		e. Final survey showing all structures, finished floor elevations, grade elevations, sidewalks and driveways on site
		f. All soil poisoning certificates on site
		g. Final address (numbers) installed on front of building (8" high)- <u>all jobs</u>
		h. FEMA Flood Elevation Certificate if in (AO zone)
		i. Site Construction Signs must be removed before final
		j. Copy of Photometric test report on site/file
<input type="checkbox"/>	<input type="checkbox"/>	2) Electrical Final
		a. All work must be completed per plans and code requirements
		b. All low voltage/alarm permits must be finalized prior to electric final
		c. Fire Final must be approved for wall pack & exit light placement
		d. Engineering Photometrics must be approved for site lighting elements
		e. All temporary systems must be removed
<input type="checkbox"/>	<input type="checkbox"/>	3) Gas Final
		a. All work must be completed per plans and code requirements
		b. Fire Marshall checks for Commercial LP Tanks, required on site
		c. Above ground tanks, bollards installed
		d. Positive flue draft approval
<input type="checkbox"/>	<input type="checkbox"/>	4) Mechanical Final
		a. All work must be completed per plans and code requirements
		b. Test and balance report on HVAC system on site
		c. Kitchen exhaust hoods and suppression equipment must be finalized if present
		d. Fan shutdown test must be performed and passed
<input type="checkbox"/>	<input type="checkbox"/>	5) Plumbing Final
		a. All work must be completed per plans and code requirements
		b. Backflows tested and reports on site for Inspector
		c. Grease Trap Permits must be finalized, if present with approvals on site
<input type="checkbox"/>	<input type="checkbox"/>	6) Landscape Permit (separate) has been <u>finalized</u>
<input type="checkbox"/>	<input type="checkbox"/>	7) Wellington Engineering Final
		a. Swale Inspection passed, if applicable
		b. Canal/Lakebank Inspection passed, if applicable
		c. Engineering As Builts and Certification on site/file
<input type="checkbox"/>	<input type="checkbox"/>	8) Utility Water Meter Inspection approved on site
<input type="checkbox"/>	<input type="checkbox"/>	9) Health Department approval, on Septic/Well Systems, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	10) State Division of Elevator Approval or Temporary Operating Permit on site
<input type="checkbox"/>	<input type="checkbox"/>	11) Fire Rescue Final Approval on site
<input type="checkbox"/>	<input type="checkbox"/>	12) If Tenant space, C.C. on the Shell must be issued
<input type="checkbox"/>	<input type="checkbox"/>	13) A copy of DEP/DERM and Fire Marshal approval is required for all regulated fuel storage tanks